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Communications and Information

PUBLIC ADDRESS (PA) SYSTEM SUPPORT

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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OPR: 89 CS/SCMR (TSgt Guse)

Certified by: 89 CG/CC (Col. Spano)

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This instruction sets policy and provides guidance on the use, operation, maintenance and procurement of fixed, mobile and portable public address (PA) systems support on Andrews AFB. It applies to all organizations on Andrews AFB that own or need support for PA systems. The primary mission of 89 CS Radio Systems Maintenance, (89 CS/SCMR) is to provide communications-electronics maintenance to radio-based command, control and communications systems serving Andrews AFB. Unless directed by 89 CS/CC, these systems have higher priority than PA support. Maintenance, to include schedule preventative maintenance inspections will not be deferred to support PA requests. Public address support is provided on a non-priority basis.

1. Responsibilities.

1.1. The 89 CS/CC (or designated representative) will:

1.1.1. Approve all requests for PA support for non-AF and unofficial functions, including support for non-89 AW sponsored AF events and nonprofit, civic and charitable organizations.

1.1.2. Will coordinate with 89 AW Staff Judge Advocate to review all unofficial requests for compliance with AFI 65-106, *Appropriated Fund Support of Morale, Welfare and Recreation and Non-Appropriated Fund Instrumentalities* that states Category C facilities are revenue-generating activities and are considered self-sustaining and capable of funding most expenses (Including PA support).

1.1.3. Approves all short-notice PA support requests.

1.2. 89 AW Squadron Commanders will:

1.2.1. Sign written requests for PA support for all short notice and unofficial events.

1.2.2. Ensure requester is identified for each request.

1.2.3. Forward each request to 89 CS/CC.

1.3. The 89 CS/SCMR will:

- 1.3.1. Provide PA support in accordance with this instruction.
- 1.3.2. Maintain data on PA workload history and expenditures.
- 1.3.3. Validate support requirements and resolve simultaneous requests.
- 1.4. Requesters will:
 - 1.4.1. Provide access to and be available at the event location at least 1 hour prior to the start of the event or earlier depending on support requirements.
 - 1.4.2. Provide any nonmilitary, prerecorded music and an operator to cue music during the event.
 - 1.4.3. Ensure security for signed out equipment.
 - 1.4.4. Provide an event script and directions for guiding PA technicians prior to the event. *NOTE:* During the event, technicians will only follow the direction of the requester so as to avoid confusion.

2. Terms Explained:

2.1. Official Functions: Official functions are events directly related to military or Federal government missions or activities. These include changes of command, retirement ceremonies, award ceremonies, commander's calls, parades, dining ins/outs, Community College of the Air Force/Airman Leadership School graduations, distinguished visitor support, and cultural and religious celebrations/functions hosted by the 89 AW/CC or designated representative.

2.1.1. Retirements: The 89 CS/SCMR will support retirements for all chief master sergeant and colonel or equivalent and above with a mobile PA system and technician support. All other retirement ceremonies will be supported on a first-come, first-serve basis with a signed-out portable PA system, which the requesting unit will sign out and operate.

2.1.2. Award Ceremonies: The 89 CS/SCMR will support 89 AW and group-level award ceremonies with a mobile PA system and technician support. All other award ceremonies will be supported on a first-come, first-serve basis with a portable PA system, which the requesting unit will sign out and operate.

2.1.3. Commander's Calls: The 89 CS/SCMR will support 89 AW/CC and group-level commander's calls with a mobile PA system and technician support. All other commander's calls will be supported on a first-come, first-serve basis with a portable PA system, which the requesting unit will sign out and operate.

2.1.4. Unofficial Functions: Unofficial functions are events social in nature or not directly related to military or Federal missions or activities. These include picnics, luncheons, dinners, parties, spouse's club functions, sporting events religious services and cultural celebrations not covered by paragraph [2.1](#).

2.1.5. Fixed PA Systems: Fixed systems are permanently installed systems, such as those in conference facilities or military clubs. In all circumstances, use of fixed PA in military clubs will be maximized for events held in the clubs.

2.1.6. Mobile PA Systems: Mobile systems are transportable from one place to another for support on a temporary basis and are set up, operated and maintained by the 89 CS/SCMR work center.

2.1.7. Portable PA Systems: Portable systems are self-contained and available for sign-out from 89 CS/SCMR, work center. These systems are set up and operated by the requesting organization.

2.1.8. Short-Notice Request: Any official event request for PA support with less than 10 calendar days notice.

2.1.9. Routine PA Request: Any official event request for PA support with at least 10 calendar days or more advance notice.

3. PA System Support.

3.1. The 89 CS/SCMR will provide mobile PA systems and technicians for all official 89 AW and DOD functions requiring PA support on Andrews AFB proper.

3.2. Official functions at facilities having fixed PA systems will not be supported with mobile PA systems or technicians unless 89 CS/SCMR determines existing systems are inoperative or inadequate.

3.2.1. PA support for unofficial, nonprofit, private, civic and charitable organizations is authorized only with the written approval of 89 CS/CC following 89 AW/JA legal compliance to AFI 65-106. These types of PA events will be supported on a case-by-case basis depending on manning and equipment availability. 89 CS/SCMR will take reservations on a first-come, first-serve basis.

4. Customer Support Requirements.

4.1. Use of fixed PA systems: Customers will coordinate use of fixed PA systems with the appropriate facility manager.

4.2. Submitting PA requests following the procedure in [Attachment 2](#) and [Attachment 3](#):

4.2.1. Routine Requests: Designated requester for routine official public address support will submit routine requests for PA support for official functions to 89 CS/SCMR at 301-981-5398.

4.2.2. Short Notice Requests: Submit all short notice requests for PA support in writing with endorsement by requester's squadron commander (See [Attachment 4](#), Short Notice Request Form) to 89 CS/CC justifying the need for urgent PA support. 89 AW/PA or 89 AW/CCP requests do not require special processing and may be called directly into 89 CS/SCMR, unless the request is made with less than 24 hours. These requests require 89 CS/CC approval.

4.2.3. Unofficial Requests: Requests for unofficial functions will be submitted in writing for approval by 89 CS/CC.

4.2.3.1. The requester's squadron commander will endorse all unofficial requests (See [Attachment 5](#)).

4.2.3.2. For all unofficial requests contact the 89 AW/JA to ensure compliance with AFI 65-106.

4.2.3.2.1. Category C activities are not authorized direct appropriated fund support accordance to AFI 65-106.

4.3. All approved requests are then routed to 89 CS/SCMR for scheduling. *NOTE*: PA requests must provide the information shown in [Attachment 6](#).

5. PA Equipment Operation, Maintenance and Procurement Policy.

5.1. The 89 CS/SCMR personnel may not operate fixed PA systems owned by other organizations. These include the chapel, enlisted club, officer club, youth center and intercoms/paging systems installed in hangars.

5.2. The 89 CS/SCMR personnel will not be tasked to provide unofficial music and disc jockey services for any PA set up.

5.3. The 89 CS/SCMR will provide training to personnel assigned to units owning PA systems upon request. Training is also provided to personnel planning to sign out portable PA systems from 89 CS/SCMR.

5.4. Units that require organizational PA equipment are responsible for the obtaining funding necessary to purchase this equipment.

5.4.1. The 89 CS/SCMR will provide local civilian vendor contact information via formal, documented technical solutions to organizations wishing to purchase PA equipment. Technical solutions will include as minimum, information regarding system size, power requirements and equipment procurement sources. Organizations can also request PA system vendor information by contacting 89 CS/SCMR.

5.4.2. The 89 CS/SCMR will not install, maintain or operate PA equipment owned by other organizations.

5.4.3. Each unit will arrange for maintenance support when acquiring organizationally owned PA systems.

GLENN F. SPEARS, Brigadier General, USAF
Commander

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

AFI 65-106, *Appropriated Fund Support of Morale, Welfare and Recreation and Non-Appropriated Fund Instrumentalities*, 01 Oct 2002

Abbreviations and Acronyms

AFB—Air Force Base

AFI—Air Force Instruction

PA—Public Address

Attachment 2**PUBLIC ADDRESS REQUEST PROCEDURES CHECKSHEET****A2.1. Official Functions****A2.1.1. Routine Requests**

A2.1.1.1. Requester contacts 89 CS/SCMR at 301-981-5398 event scheduling or equipment sign out. *NOTE:* Routine requests may be hand carried to building 1539 room 5 or phone in using [Attachment 6](#).

A2.1.2. Short-Notice Requests

A2.1.2.1. Route request form and letter to 89 CS/CC for final approval ([Attachment 4](#) and [Attachment 6](#)).

A2.1.2.2. Route 89 CS approved request form and letter to 89 CS/SCMR for scheduling and equipment requirements in accordance with [Attachment 6](#).

A2.2. Unofficial Functions

A2.2.1. Fill out PA request form and unofficial function request letter ([Attachment 5](#) and [Attachment 6](#)).

A2.2.2. Contact the 89 AW/JA for compliance with AFI 65-106.

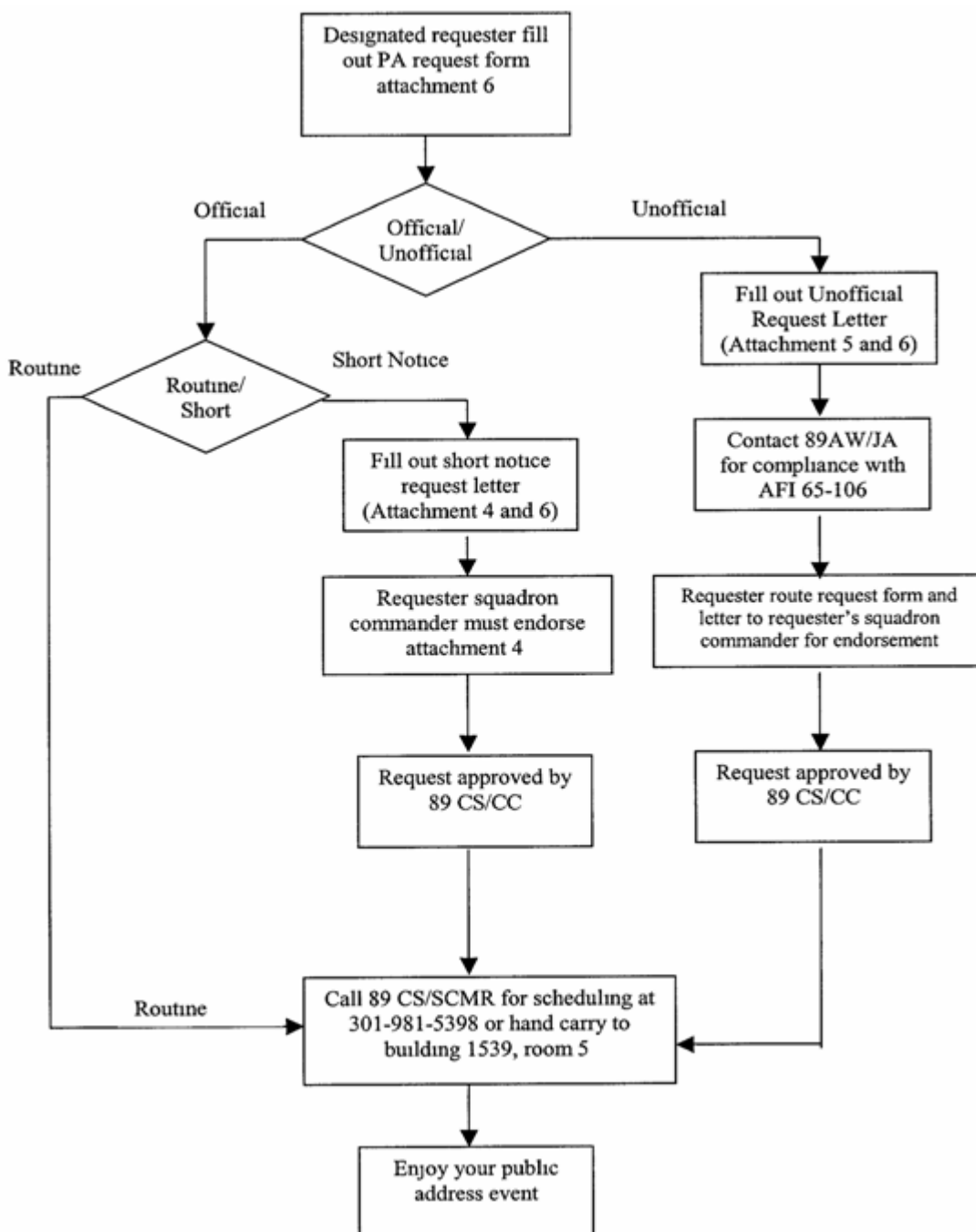
A2.2.3. Requester route request form and letter to requester's squadron commander for endorsement.

A2.2.4. Route request form and letter to 89 CS/CC for final approval

A2.2.5. Route approved request form and letter to 89 CS/SCMR for scheduling and equipment requirements in accordance with [Attachment 6](#).

Attachment 3

PUBLIC ADDRESS (PA) REQUEST FLOWCHART



Attachment 4**SHORT-NOTICE PUBLIC ADDRESS REQUEST****DEPARTMENT OF THE AIR FORCE
HEADQUARTERS 89TH AIRLIFT WING (AMC)**

MEMORANDUM FOR *Requester's Squadron Commander's Office Symbol*

FROM: *Requester's Office Symbol*

SUBJECT: Short-Notice PA Request

1. Request a PA system to support *description of event (retirement, change of command, commanders call etc.)* on *request date and time*.
2. This request is submitted short notice (less than 10 days notice) due to *detailed reason why request is submitted as a short notice/emergency request*.
3. Please address any questions concerning this letter or event to *requester with phone number and E-mail address*.

Requester's signature
Requester's signature block

1st Ind, *Squadron Commander's office symbol*

MEMORANDUM FOR 89 CS/CC

I have reviewed this request for completeness and necessity.

Squadron Commander's Signature

Signature Block

2d Ind, 89 CS/CC

MEMORANDUM FOR 89 CS/SCMR

This request is approved/disapproved.

Squadron Commander's Signature
Commander, 89th Communications Squadron

Attachment 5

UNOFFICIAL PUBLIC ADDRESS REQUEST

**DEPARTMENT OF THE AIR FORCE
HEADQUARTERS 89TH AIRLIFT WING (AMC)**

MEMORANDUM FOR *Requester's Squadron Commander's Office Symbol*

FROM: *Requester's Office Symbol*

SUBJECT: Unofficial PA Request

1. Request a PA system to support *description of event (retirement dinner, picnic, sporting event, religious service etc.)* on *request date*.
2. This is an unofficial event that should be supported. *Provide reason why event should be supported.*
3. Please address any questions concerning this letter or event to *requester with phone number and E-mail address.*
4. Ensure the request complies with AFI 65-106, *Appropriated Fund Support of Morale, Welfare and Recreation and Non-Appropriated Fund Instrumentalities* that states Category C facilities are revenue-generating activities and are considered self-sustaining and capable of funding most expenses. (Including PA support.)

Requesters signature

Requesters signature block

1st Ind, *Squadron Commander's office symbol*

MEMORANDUM FOR 89 CS/CC

Requesting Squadron Commander's Signature

Signature Block

2nd Ind, 89 CS/CC

MEMORANDUM FOR 89 CS/SCMR

I have reviewed this request for completeness and necessity.

BABETTE M. LENFANT, Lt Col, USAF

Commander, 89th Communications Squadron

Attachment 6

PUBLIC ADDRESS REQUEST FORM

<input type="checkbox"/> Update PA Spreadsheet	<input type="checkbox"/> Set up & Sign Out	<input type="checkbox"/> Pickup & Sign out
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1. Ceremony Information
 Date / Time of Ceremony: _____
 Type of Ceremony: ☐ Change of Command ☐ Commander's Call
 ☐ Retirement ☐ Dining In / Out
 ☐ Awards ☐ Other: _____
 Name / Organization: _____
 Number of Attendees: _____
 Location of Ceremony: ☐ Community Activities Center ☐ Chapel _____ ☐ Hangar _____
 ☐ O'Club / _____ Room ☐ Enlisted Club ☐ Base Flag Pole
 ☐ Theater ☐ Other _____

2. Equipment / Music Information

Equipment: ☐ Podiums _____ ☐ Mics _____ ☐ Desk ☐ Fender
 ☐ Lecternette ☐ Liberties # _____ ☐ Tape Deck ☐ CD Player

Songs: ☐ National Anthem ☐ Arrival Fanfare ☐ Proud to be an American
 ☐ Air Force Song ☐ Gathering Music ☐ Other _____
 ☐ Ruffles & Flourishes

3. Point of Contact Name: (Name of individual requesting Set up) Phone #: _____ Unit: _____
4. Remarks Any additional information or special requirements

*** NOTE * Shaded areas are for use of 39CS/SCMR only**

5. Request Information	Technician: _____ Date received: _____	
6. Verification	Technician verifying: _____	
	Customer Verifying: _____	
	Date Verified: _____	

7. Completed Event Information

Equipment used: _____
 Times: START _____ STOP _____
 Personnel: _____